ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC.
702 3RD AVENUE SOUTH
VIRGINIA, MN 55792-2797

ARROWHEAD HEAD START POLICY COUNCIL MINUTES
February 8, 2012

ATTENDANCE:
Dawn Suhonen Chairperson
Anthony Newman Chisholm II Combination Center
Krystal Zupancich Ely Center
Jennifer Lund HAP I Center/PC Representative to AEOA Board of Directors
Ember Peterson HAP II Combination Option
Sherri Elg Hibbing I Center
Lisa Mount Mesabi East Center/Vice Chairperson-Parliamentarian
Melissa Krize Mt. Iron-Buhl Combination Option
Barbara Fedora Southern Tier Program Manager (Guest)
Dean Lindberg Virginia I Center
Kristin Gustafson Quad EHS Home Base/East Range EHS Home Base/Northern Tier EHS Home Base/Secretary
Isabelle Westman Community Representative – Representative from AEOA Board of Directors
Norman “Skip” Ferris III Head Start Director
Diane Krukemeyer Executive Secretary/Personnel Officer

SITES NOT REPRESENTED:
Babbitt Combination Option Virginia Toddler Center and Virginia FCC
Chisholm I Hibbing EHS Home Base/West Range EHS Home
Eveleth-Gilbert I Base/CHIC EHS Home Base/Hibbing A
Hibbing II Lake County/EHS Home Base/Hermantown EHS Home
Hibbing III Base
Hibbing IV Carry-Over Parent Susan Lehto
Two Harbors Combination Carry Over Parent Alphonso Buenaventura
Option Carry Over Parent Shirley Vincent
Virginia II Marlene Paavola- Finance & Administrative Assistant
Virginia III Combination/SPA

I. CALL TO ORDER: The Arrowhead Head Start Policy Council Meeting was called to order by Chairperson Dawn Suhonen at 9:40 a.m. on Wednesday, February 8, 2012, in Conference Rooms 2 and 3 at AEOA in Virginia, Minnesota.

II. ROLL CALL: As members individually introduced themselves, roll call was taken showing eleven (11) members present. A quorum was established.

III. CORRECTION/APPROVAL OF December 20, 2011 POLICY COUNCIL MINUTES: Lisa Mount moved to approve the December 20, 2011 Policy Council Minutes as written, supported by Kristin Gustafson. Motion carried unanimously.

IV. CORRECTIONS/ADDITIONS TO AGENDA: None
V. **CORRESPONDENCE:** Norman “Skip” Ferris reviewed a Notice of Deficiency Requiring Immediate Correction Letter from the Office of Head Start. This letter was received when the program self-reported the incident regarding a lost child. Each Policy Council member had a copy of this letter in their meeting packet. We had to submit a corrective action plan within 10 days and the plan was sent on February 6, 2012. Further discussion on this incident will take place during the Director’s report.

VI. **REPORTS:**
A. **DIRECTOR REPORT:** Norman “Skip” Ferris and Barb Fedora presented the COR (Child Observation Report). Barb reviewed the COR Record which is an on-going assessment tool. Observations are completed in the classrooms or at Home Visits, which is an assessment to see what level the child is at. Areas assessed are: Sense of Self; Social Relations; Communication and Language; Literacy; Math and Science.

The COR is done three times a year and the results are used to provide program improvement. Training and materials are secured based on the COR assessment. The COR meets the assessment requirements for Head Start’s School Readiness Goals and Outcomes. The areas that this first assessment period showed to strengthen are:

- **Language and Literacy** - using letters and names and sounds; and
- showing awareness of sounds in words

- **Social Relations** – resolving Interpersonal conflicts, math and science; and identifying patterns

- The math and science identifying patterns is a new observation.

New materials have been ordered in the classroom. Many of the parents on the Policy Council noticed the new materials in the classrooms related to “patterns”.

Five Head Start Teachers and 1 Program Manager will be attending High/Scope training in Michigan in May. Seven staff are going to a High/Scope math curriculum, in Detroit Lakes, and will be providing a recommendation for the program to purchase the math curriculum. If so, these teachers will provide training to all staff in this curriculum. There was also a lot of training for staff with TACSEI (Technical Assistance Center for Social Emotional Intervention) this past year. Discussion continued with Barb on child learning resources, and what a great program Head Start is.

Skip reviewed the Early Head Start and Infant-Toddler COR. It relates to development in the following four areas:

- Sense of Self – Developing Self-Help Skills
- Social Relations – Relating to Unfamiliar Adult
- Social Relations – Responding to the Feelings of Others
- Communication – Speaking/Language
The Infant/Toddler COR is being done in the Toddler Center in Virginia. Early Head Start staff go to Detroit Lakes for the Infant-Toddler COR training in March. All of these learning materials help get the children ready for school and where their education level needs to be.

**I-3 GRANT VIRGINIA.** Head Start and the Virginia School District will be implementing the Child-Parent Center Model in Virginia. In the K-3 grades there will be smaller class sizes like Head Start. Two staff will be in the classroom. This model has a parent component like the one in Head Start, which will continue through grade 3. We are one of six sites in the Midwest participating in this project and we are the smallest and most rural. The first steering committee was held January 20th. There are some nuances with partnering with the Virginia school district that the other participants in this grant don't have since Head Start is separate from the school district. We have our timelines set, and we must hire a Head Teacher with an Early Childhood credential. The first class in this project will begin this fall. The next quarterly Steering Committee meeting will be in Chicago the end of April.

**DATA ANALYSIS GRANT.** Head Start and the Northland Special Education Cooperative are partnering with the Minnesota Department of Education as one of six pilot sites for the “Data Accountability Center, State-Local Data Analytics Partnership Pilot”. This program will be dealing with children with special education needs. A two day working session is scheduled for February 23-24, 2012 at the MDE office in Roseville, to review our local data and come up with a local plan which is designed to help get children ready for school.

**NOTICE OF DEFICIENCY CORRECTIVE ACTION PLAN.** Skip Ferris reviewed the “Notice of Deficiency Letter Requiring Immediate Action” letter and the “Corrective Action Plan” completed by the program. Both of these documents were placed in their meeting packets. The program had 10 days from the receipt of the letter to submit the Corrective Action Plan. The letter arrived on January 31, 2012 and the plan was emailed and sent by FedEx on February 6, 2012. Skip provided a further explanation of what specifically happened with the child hiding in the playground after staff was distracted by another child starting to run and that staff forgot to do another head count after the distraction. Once the group left the playground, the child that hid ran to another school to “visit his sister”.

The classroom staff followed our “Missing Student” policy/procedure and called 911 when they noticed the child was missing, then they called the parent, then someone went back to the playground to continue looking for the child. The Elementary School Principal and school van driver also joined in the search for the child. Once the child showed up at the other school, the Principal at that school called 911 and was told they were looking for this child. The child stayed at the school until law enforcement arrived to bring the child back to the Head Start classroom. The child was unharmed and safely returned to Head Start. The child that ran had been placed on an IEP on December 14, 2011.

The Policy Council reviewed the “Corrective Action Plan” and Skip Ferris explained in detail all the corrective actions listed in the plan. Other information that was included in this plan was the incident report, the two T/TA reports specific to this incident, and all
the Health and Safety Policies/Procedures that were reviewed. Under new business, the Policy Council went through each of these health and safety policies/procedures to approve those changes. The deficiency letter and corrective action plans were set into place after the program self-reported this incident to the Region V office in Chicago and to the Minnesota Department of Human Services Licensing Division. Skip fully expects an on-site visit from both groups in the near future. When these groups follow-up on this incident, written reports will be provided based on any investigations. These reports may take 90 days or longer for us to receive.

There was a good discussion with the Policy Council providing their thoughts and suggestions. While concerned that a child did run away from the group, they were confident that our system worked and were all relieved that there was a positive ending to this incident.

Policy Council members were encouraged to read the Arrowhead Head Start Monthly On-going Monitoring Progress Report dated February 7, 2012, included in the Policy Council folder handout.

Motion to approve the Directors Report by Melissa Krize, supported by Kristin Gustafson, motion carried unanimously.


**FY 2011 FEDERAL PRESCHOOL HEAD START GRANT:** In the amount of $2,092,175 is for the period from April 1, 2011 through March 31, 2012. The Current Period Actual Expenditures are $423,720.08; the YTD Actual Expenditures are $1,415,604.74 and the Balance is $662,793.81. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START GRANT:** This grant in the amount of $569,082 is for the period from April 1, 2011, through March 31, 2012. The Current Period Actual Expenditures are $94,452.12; the YTD Actual Expenditures are $375,005.27; and the Balance is $191,040.93. The spending of this grant is on target with our planned expenditures and projections.

**FY 2011 FEDERAL EARLY HEAD START EXPANSION GRANT:** This grant in the amount of $179,957 is for the period from September 30, 2011, through March 31, 2012. The Current Period Actual Expenditures are $55,560.31; the YTD Actual Expenditures are $82,711.02; and the Balance is $96,059.57. The spending of this grant is on target with our planned expenditures and projections.

**SFY 2012 MN HEAD START GRANT:** This grant in the amount of $552,526 is for the period from July 1, 2011, through June 30, 2012. The Current Period Actual Expenditures are $75,553.80; the YTD Actual Expenditures are $211,375.82; and the
Balance is $341,150.18. The spending of this grant is on target with our planned expenditures and projections.

Kristin Gustafson moved to accept the Financial Report, supported by Krystal Zupanich. Motion carried unanimously.

C. COMMUNITY RELATIONS MANAGER REPORT: Jerry Crittenden presented the Community Relations Manager Report.

2011-2012 ENROLLMENT REPORT: The 2011-2012 Enrollment Report dated February 7, 2012, included in the Policy Council folder handout was reviewed. We are doing very well with enrollment and not over 30 days on any openings. We have been full every month this year.

CHANNEL 8 PBS TELETHON: Jerry Crittenden encouraged volunteers to participate in the next Channel 8 Telethon which will be held on Sunday, March 18, 2012 from 7:30 to 9:30 am.

MINNESOTA HEAD START PARENT CONFERENCE. Will be held April 2-4, 2012 at Craguns Hotel and Conference Center in Brainerd. Please sign up if you are interested in attending.

SELF ASSESSMENT. A new tool will be used this year.

Krystal Zupancich moved to accept the Community Relations Manager Report, supported by Sherri Elg. Motion carried unanimously.


E. PARENT/COMMUNITY REPRESENTATIVE REPORTS: To be reviewed at the April 11, 2012 Policy Council Meeting.

VII. OLD BUSINESS:

A. STRATEGIC PLANNING QUARTERLY REPORTS. The second quarter of the 2011 Strategic Planning Report reflected work on the School Readiness Goals. All the changes from the first quarter report are listed in red. Sherri Elg moved to approve the Strategic Planning Quarterly Report, supported by Krystal Zupancich, motion carried unanimously.

B. STATE MONITORING REVIEW UPDATE. On January 24, and 25, 2012, the State monitor did an on-site review of our State-funded programs. She used portions of the federal monitoring tool to do this review. At one of the schools she found a hole in the bathroom floor and a hot spot on a radiator. The hole is to be plugged and the radiator repaired and we are required to send pictures of these repairs within 1 week. The full results of the State Review may not be known for several weeks.
VIII. NEW BUSINESS:

A. NEW EMPLOYEE RECOMMENDATION. HIBBING I LONG TERM SUBSTITUTE CENTER MANAGER: Melissa Krize reported on the Long-Term Substitute Center Manager interviews for Hibbing I. Two (2) applications were received. Laura Lee Raukar is recommended for the Hibbing I Long Term Substitute position. Her qualifications include a Substitute License Degree and a BS in Elementary Education. To be hired on a temporary full time position. Kristin Gustafson moved to approve Laura Lee Raukar for the temporary Hibbing I Long Term Substitute Center Manager position, supported by Krystal Zupancich. Motion carried unanimously.

B. POLICIES and PROCEDURES: Chuck Neil reviewed Policies and Procedures. Following the missing child incident, we were encouraged by the Training and Technical Assistance people who were sent to visit us, is to look closely at our Policies and Procedures and make any changes. The following were reviewed and approved:

- **Appropriate Release of Children from Head Start sites.** To insure that Arrowhead Head Start releases children only to those persons who have submitted proper written and/or legal permission. Motion by Kristin Gustafson, supported by Krystal Zupancich, motion carried unanimously.

- **Child Guidance/Classroom Management Policy/Procedure.** Child guidance and classroom management decisions will promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe environment. Motion by Kristin Gustafson, supported by Dean Lindberg, motion carried unanimously.

- **Field Trips and Field Trip Safety.** To insure safe and educational field trips that support the educational experience, current curricula, developmental level and cultural backgrounds of children. Motion by Melissa Krize, supported by Kristin Gustafson, motion carried unanimously.

- **Health Inspections.** To insure that Head Start and socialization sites are safe for children, staff and others. No Changes were made to this policy/procedure.

- **Planned and Documented Intervention.** To assist in providing special help for children ages 0 - 5 years old displaying challenging behavior or a typical development. Motion by Kristin Gustafson, supported by Sherri Elg, motion carried unanimously.

- **Playground Safety.** To insure as safe a playground experience as possible. Motion by Lisa Mount, supported by Krystal Zupancich, motion carried unanimously.

- **Program Standards of Conduct.** Disciplinary actions were added:
  - Written Warning
  - Suspension Without Pay
  - Performance Contract
  - Dismissal
  Motion by Kristin Gustafson, supported by Krystal Zupancich, motion carried unanimously.
• Securing and Maintaining the Physical Environment. To ensure that each site meets/exceeds the requirements of child care licensing, and that centers follow necessary policies of schools or other entities where Head Start classrooms are located.  
  
  **Motion by Sherri Elg, supported by Krystal Zupancich, motion carried unanimously.**

C. **HEALTH SERVICES ADVISORY COMMITTEE:** Chuck Neil, Health Services Manager, set a Health Advisory Services Committee meeting for Wednesday, March 21, 2012, from 9:00 am until 2:00 pm. The committee which meets annually consists of Head Start Parents, Chuck Neil, Tracie Wilcox, Nutrition Consultant, and St. Louis County Public Health. The purpose is to discuss the health and safety components of the program and what could be done differently. Invitations will be sent to Policy Council Parents and Family Advocates.

D. **PROGRAM SELF-ASSESSMENT:** Will be done in March and some parents and Policy Council members will be contacted.

E. **EARLY CHILDHOOD & FAMILY ADVISORY MEETING:** Will be held on March 9, 2012. Notices and location will be mailed.

F. **PARENT ACTIVITY FUND:** Every site receives $25.00 to do something special. For instance, purchase a CD, a book, or use for a field trip. The site decides what to do and shares their activity at the Policy Council meeting. A suggestion was to do something on safety in their areas. A decision on the subject area will be determined at the April meeting.

G. **POLICY COUNCIL MEETING SCHEDULE:** Norman “Skip” Ferris reported that the next Policy Council Meeting is scheduled for Wednesday, April 11, 2012, at 9:30 am, with the location to be determined.

IX. **MISCELLANEOUS DISCUSSION:**

None

X. **ADJOURNMENT:** Kristin Gustafson moved to adjourn the meeting, supported by Krystal Zupancich. Motion carried unanimously. The meeting was adjourned at 12:29 p.m.

Respectfully submitted,

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Kristin Gustafson, Secretary
Arrowhead Head Start Policy Council

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Norman E. “Skip” Ferris III, Director
Arrowhead Head Start